

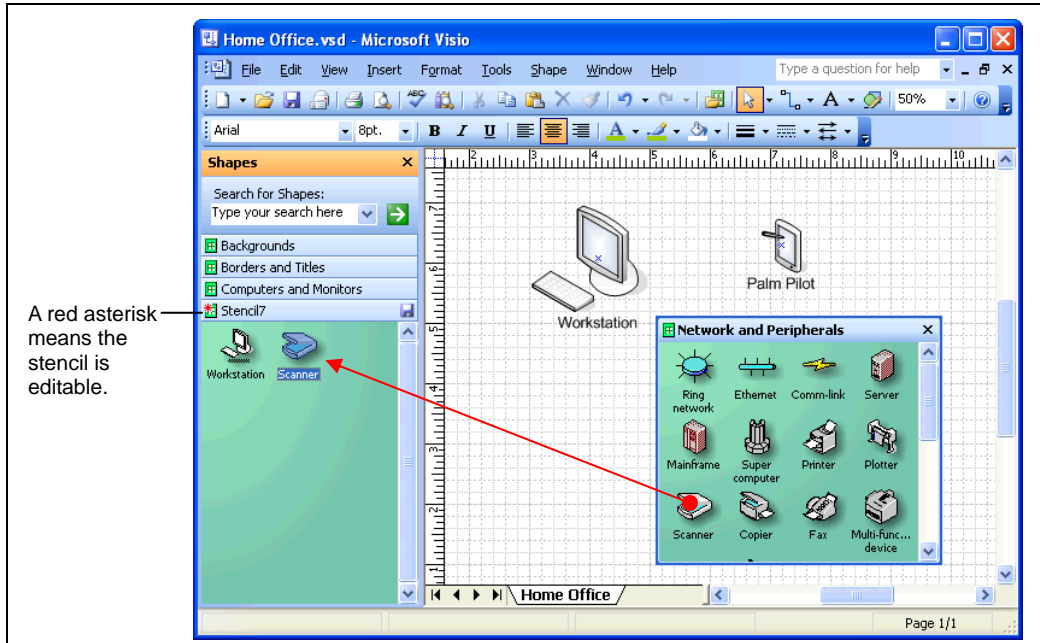
## Lesson 5-2: Creating a Custom Stencil

**Figure 5-2**

To add a shape to a custom stencil, click and drag the shape onto the stencil.

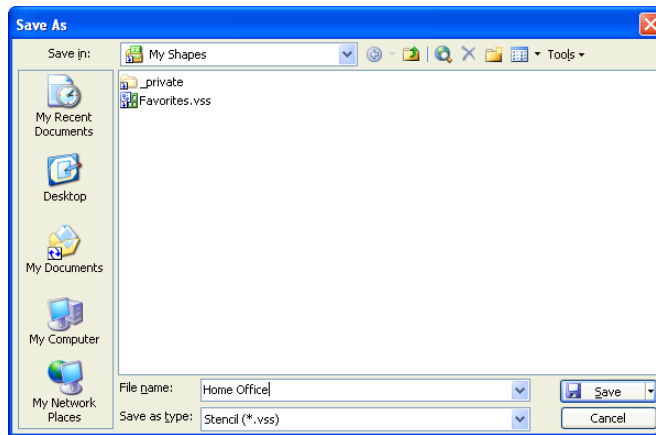
**Figure 5-3**

Custom stencils are saved in the My Shapes folder by default.



A red asterisk means the stencil is editable.

**Figure 5-2**



**Figure 5-3**



### New Stencil button

Other Ways to Create a Custom Stencil:

- Click the **New Stencil button** on the Stencil toolbar.

Do you find yourself using the same shapes from several different stencils when creating your diagrams? If so, you should consider creating a custom stencil. Creating a custom stencil allows you to save only your most frequently used shapes in one, convenient location.

The easiest way to create a custom stencil is to first open a diagram or template that contains most of the shapes you want to include.

1. **Navigate to your Practice folder, open the Lesson 5A file, and save it as Home Office.**

If you don't know where your practice files are located, ask your instructor for help.

2. Select **File** → **Shapes** → **New Stencil** from the menu.

A new, blank stencil appears in the Shapes window.

You can add a shape to a stencil in one of two ways: by clicking and dragging the shape from the drawing page, or by clicking and dragging the shape from another stencil. Let's start with the first.

3. Press and hold down the **<Ctrl>** key and click and drag the **Workstation** shape onto the new stencil. Release the mouse button, and then release the **<Ctrl>** key.

Visio adds the shape to the stencil and gives it a default name of "Master.0". Let's change this.

4. Right-click the **Master.0** shape and select **Rename Master** from the shortcut menu. Type **Workstation** and press **<Enter>**.

The shape is renamed.

Now let's try inserting a shape from another stencil.

5. Click and drag the **Network and Peripherals** stencil, until it is positioned in the middle of the program window.

Resize the stencil, if necessary, so that more shapes appear.

All you have to do now is find the shape you want to insert and click and drag it onto the new stencil.

6. Find the **Scanner** shape and click and drag it onto the new stencil.

Visio adds the Scanner shape to the new stencil, as shown in Figure 5-2.

When you're finished adding shapes to the stencil, save it.

7. Right-click the new stencil and select **Save** from the shortcut menu.

The Save As dialog box appears. Here you need to give your stencil a name.

8. In the **File name** text box, type **Home Office** and click **Save**.

Visio saves the stencil and displays its new name in the Shapes window. To make sure your stencil is saved, try closing it and reopening it again.

9. Right-click the **Home Office** stencil and select **Close** from the shortcut menu.

The Home Office stencil closes.

Now let's see if we can find it in the Shapes menu.

10. Select **File** → **Shapes** → **My Shapes** → **Home Office** from the menu.

Tada! The Home Office stencil appears once again.

11. Close this file without saving any changes.

### Quick Reference

To Create Your Own Stencil:

1. Select **File** → **Shapes** → **New Stencil** from the menu.
2. Add the desired shapes to the stencil.

To Rename a Shape in a Stencil:

- Right-click the shape you want to rename, select **Rename Master** from the shortcut menu, and type a new name for the shape.

To Save a Custom Stencil:

1. Right-click the stencil and select **Save** from the shortcut menu.
2. Type a name for the stencil in the **File name** box and click **Save**.